



**United States Department of the Interior**  
BUREAU OF LAND MANAGEMENT  
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In Reply Refer To:  
1400-610 (950) P

May 08, 2007

Instruction Memorandum No. WY-2007-022  
Expires 09/30/2008

To: Field Managers and Deputy State Directors  
From: State Director  
Subject: Wyoming Office Hours and Office Coverage

Bureau policy instructs us to utilize various types of work schedules permitted by regulation for the purpose of improving workforce efficiency, increasing productivity and service to the public, reducing costs and providing flexibility for meeting employee needs. This Instruction Memorandum (IM) is to provide policy and guidance on BLM Office Hours and Office Coverage. I am requesting that you ensure that each of your employees is aware of the following:

We must ensure employee availability to carry out our work effectively and efficiently, five days each week. Supervisors are responsible for planning and changing work schedules that will best fit the needs of the organization in order to effectively accomplish the duties assigned to the office and to ensure adequate staffing during normal business hours. Supervisors have the flexibility of establishing work schedules for individual positions based on workload requirements and the nature of the position. Employees are responsible for meeting established work requirements and working with supervisors to identify work schedule options that will improve office operations and acknowledge personal or family needs.

- The State Director has the authority to set office hours consistent with established Bureau Policy. See BLM Manual 1400-610, Hours of Duty, .04C and the WY Supplement to BLM Manual, 1203, Delegation of Authority, 1400-610. The normal business hours for all offices in the WY BLM Organization will be from 7:45 a.m. to 4:30 p.m., Monday through Friday, except on approved holidays.
- Supervisors have the ultimate responsibility of ensuring continual customer service to both internal and external customers during these business hours. Supervisors must ensure office coverage each workday, Monday through Friday, from 7:45 a.m. until 4:30 p.m.
- Working Hours: Working hours are defined as the span of hours in a day that an employee works his/her schedule. Standard working hours are from 6 a.m. to 6 p.m., Monday through Friday.
- Core Time: Core Time is defined as the hours that an employee on an Alternate Work Schedule (AWS) must be on duty. If not on duty, leave time will be taken. Core time is from 9:00 a.m. to 11 a.m. and from 1 p.m. to 3:00 p.m.

- Per this IM, I am requesting that each supervisor review their employees work schedule and make sure that their office coverage and services are provided 5 days a week during business hours. If needed, BLM WY employees should complete an updated Basic Workweek Request Form (1400-72) to be signed by his/her supervisor. The form can be found at the following website: <http://web.wy.blm.gov/953/docs/1400-72.pdf>. (Forms should be submitted to Jennifer Crowson in WY-953, and will be filed in the employee's Official Personnel File). Employees with part-time schedules who are increasing or decreasing the number of total hours worked in a pay period must submit Form SF-52, Request for Personnel Action.

Supervisors must be knowledgeable of the AWS regulations, both Departmental and Bureau, in order to make effective decisions in regard to work schedules and to ensure accurate time and attendance reporting.

Information on the Alternate Work Schedule Program can be found at:

<http://www.opm.gov/oca/aws/index.asp> . This provides definitions of all terminology as well as complete information regarding the types of work schedules available under the program. Also, additional information can be found at: <http://www.doi.gov/hrm/pmanager/er8.html>.

Employees should contact their supervisor for questions regarding the overall goals and objectives of this policy. Technical questions regarding the implementation of an AWS should be directed to either Detty Crockett at 307-775-6087 or Annette Wheeler at 307-775-6024.

Signed by:  
Robert A. Bennett  
State Director

Authenticated by:  
Rudy Torres  
Secretary (OA)